



Fee Calculation Worksheet Testing Laboratories

Lab Name _____ NVLAP Lab Code _____
(to be assigned by NVLAP)

Address _____

City _____ State _____ Zip _____

A separate Fee Calculation Worksheet must be completed for each field of testing.

Field of Testing _____

Enter fee amounts from the NVLAP Fee Schedule for the field of testing selected.

1. Administrative/Technical Support Fee Line 1 _____

2. Initial Application Fee Line 2 _____

3. On-Site Assessment Fee Line 3 _____

(Note: Contact NVLAP for determination of the On-Site Assessment Fee, if the fee is shown as "Variable" on the NVLAP Fee Schedule.)

4. Proficiency Testing Fee Line 4 _____

5. **TOTAL FEE FOR THIS FIELD OF TESTING** (Add Lines 1 through 4) Line 5 _____

Go to Page 2 for payment instructions.

NVLAP LAB CODE:

Remit the TOTAL FEE shown on Line 5 with the application package. Please check the payment method selected:

- ☐ Check. Make check payable to: National Institute of Standards and Technology. Write "NVLAP" and your Lab Code (if assigned) on the check to ensure proper credit.
- ☐ Purchase order. Attach a copy of purchase order to Fee Calculation Worksheet. The NIST Billing and Collections Department will invoice your laboratory for the total fee amount.
- ☐ Charge card. Complete the *Authorization to Charge Credit Card* below.

Send application and fees to: NVLAP/Accounts
National Institute of Standards and Technology
Building 101, Room A800
100 Bureau Drive, Stop 1624
Gaithersburg, MD 20899-1624

Authorization to Charge Credit Card

Please charge this amount \$_____ to the following Credit Card:

You must check ONE card type below:

- ☐ Mastercard ☐ Visa ☐ Discover ☐ American Express

Credit Card Account Number: _____ Expiration: _____

Name of Card Holder: _____

Signature of Card Holder: _____ Date: _____

Office Phone: (____) _____ Home Phone: (____) _____

E-mail: _____ Fax Number: (____) _____

Please be sure that the addition of this amount will not extend your charge card balance beyond your current credit card limit.